

ADMINISTRATIVE OFFICERS' CONFERENCE

Senior Administrative Officers stationed at Headquarters assembled ~~during~~ ^{recently} the last week of October for a three-day business conference. This conference, like an earlier one during 1957, was held at a nearby ~~field~~ installation and ~~had~~ worked through a full agenda of major administrative problems and programs ~~by late afternoon of the third day.~~

A new feature ~~at this~~ Conference was the final session which was listed on the agenda as "Making the Support Program More Effective" and was aimed at stimulating new ideas for making any aspect of the Support program more effective and efficient. *The Deputy Director (Support)* ~~who was present for almost the entire~~

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Conference, chaired this session, which proved very productive.

Two Conference sessions chaired by senior ~~officials~~ were particularly stimulating to the conferees. ^{The} Chief, WE Division drew on his long and diverse experience with the Organization in discussing "What the Area Division Expects From Its Chief of Support." ^{The} Chief, I&R Staff made many incisive observations and frank judgments in pointing out the absolute necessity for

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teamwork among personnel assigned to various duties.

The ~~Agenda~~ included a number of other timely and important topics. Two sessions were devoted to consideration of the objectives and scope of the Financial Management Improvement Program and the role of administrative offi-cers in ~~effecting~~ ^{ing} improved financial management by encouraging ~~education and~~ ^r understanding of:

1. The value of financial property accountability.
2. The advantages and responsibilities of allotment simplification.
3. The need for academic-type training in budgeting and accounting.
4. The why of cost experiments.
5. The use of financial data and reports to assist in the management of operations.

"Administrative Plans and Fiscal Annexes" was the subject of another session and discussion developed a number of factors significant in devising

ways of better ^{using} ~~utilizing~~ these aids to management. ¶ The Chief of the Medical

Staff and the Chief of the Psychiatric Division provided a very informative

outline of the Psychiatric Program and of procedures ^{for} ~~applicable to~~ the

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identification and care of psychiatric problems. The Director of Personnel, aided by two of his staff, led a very informative explanation of the recently developed manpower control system [REDACTED] The new system's increased

responsiveness to top management direction and control was emphasized.

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In addition, a brief session was devoted to discussion of the Administration Career Service and the matter of selecting officers for senior positions in the Support Services. The Chairman of the Administration Career Service Board led the session, which covered factors bearing on selection, rotation, and development of officers; tours of duty; and, of course, competitive

promotion and how it works in the "A" service.

The ~~conference~~ conference was a success in every way, ~~but~~ the highpoint of the three days was the unanticipated arrival of the Deputy Director, who joined the conferees for dinner and, afterward, an informal but hardhitting discussion of current ~~trans~~^{ends} and problems.